

Chapter 16: Oceans & Intern'l Environmental Scientific Affairs

Assistant Secretary and Principal Deputy Assistant Secretary

A161001 Assistant Secretary's - Subject Files

Description: Memorandum of understanding, telegrams, airgrams, congressional, position papers, letters, general correspondence, reports, handwritten notes, policy papers, and other documentation. Documents international environmental, oceanic, nuclear and scientific affairs.

Disposition: Permanent. Cut off at the end of the incumbents tenure and retire to the RSC. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-27, item 1

A161002 Chronological Files

Description: Incoming and outgoing correspondence, telegrams, airgrams, reports, memorandums, background notes and other documentation acted on or signed by the Assistant Secretary.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-27, item 2

A161003 Principal Deputy Assistant Secretary's - Subject Files

Description: Memoranda of understanding, letters, telegrams, airgrams, briefing notes, talking points, press releases, position papers and other documentation. Documents international, environment, oceanic and scientific affairs.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-27, item 3

A161004 Chronological Files

Description: Incoming and outgoing General correspondence telegrams, airgrams memorandum of understanding, reports, position papers and other documentation.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-27, item 4

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Office of the Executive Director**A162001a Executive Director's Subject Files**

Description: Memoranda, telegrams, memoranda of understanding, inspection reports, decision papers, general correspondence, meeting reports, action documents, organization papers and other documents. Documents used by the Executive Director in directing the administration, management and mission of the Bureau.

- a. Documents that define, discuss and or establish precedent.

Disposition: Destroy when 7 years old.

DispAuthNo: N1-59-93-28, item 1a

A162001b Executive Director's Subject Files

Description: Memoranda, telegrams, memoranda of understanding, inspection reports, decision papers, general correspondence, meeting reports, action documents, organization papers and other documents. Documents used by the Executive Director in directing the administration, management and mission of the Bureau.

- b. Extra copies

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-28, item 1b

A162002 Deputy Director's Files - Arranged by subject

Description: Memoranda, telegrams, memoranda of understanding, decision papers, minutes of meetings and other documents used by the Deputy Director.

Disposition: Destroy when 6 years old.

DispAuthNo: N1-59-93-28, item 2

A162003 Program Planning Guidance Files

Description: Memoranda, background materials, financial plans, guidelines, policies, plans and other documents. Documents policies, program and mission goals.

Disposition: Retire to RSC when 5 years old. Destroy when 10 years old.

DispAuthNo: N1-59-93-28, item 3

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A162004 Fishery Commission Files - Arranged by subject

Description: Letters, telegrams, memoranda of understanding, reports, letters and other documents, background material, airgrams, financial documents, and other documents. Documents historical activities, policies, and plans of the International Fishery Commission.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-28, item 4

A162005 Advisory Committee Files - Arranged by subject

Description: Memoranda, telegrams, advisory committee reports, annual tabula reports, reference material, position papers, plans, programs, policies and documents. Documents the activities and plans of the OES Advisory Committee.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-28, item 5

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Environment, Health, and Natural Resources**A163001 Deputy Assistant Secretary's Files - Administrative Files**

Description: Correspondence, telegrams, memoranda, and other documentation relating to administrative operations of the office. Included is the documentation on travel, building and grounds and budget, information management, personnel and security.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 1

A163002 Subject Files

Description: General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U. S interest in environmental, health, and natural resources issues.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 2

A163003 Organization and Agencies Files - Arranged by name of organization or agency

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agenda, and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports, and other material relating to U.S. participation in international organizations and agencies touching upon environmental, health, and natural resources matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 3

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A163004 Country Files - Arranged by name and country. In a very few cases, a file may be further divided by special topic.

Description: General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, pertaining to the formulation and development of policy on the environment, health, and natural resources as those topics relate to specific countries.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 4

A163005 Chronological Files

Description: Memoranda, correspondence, telegrams, airgrams, reports, background materials, reports, and other materials, they provide documentation on environmental, health, and natural resources affairs.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old.

DispAuthNo: N1-59-93-30, item 5

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Office of Environmental Protection**A163101 Office of Ecology, Environmental Protection - Subject Files**

Description: General correspondence, telegrams, airgrams, reports handwritten notes, drafts, background material, reference material, action documents and other documents. Documents U.S. policy, bilateral and multilateral decisions regarding environmental pollution, acid rain, air pollution, chemical controls, movements of hazardous waste and other issues related to environment.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 6

A163102 Country Files

Description: Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S. policy and cooperative environmental initiatives regarding air pollution, chemical controls, sewage waste management, water pollution, toxic waste and other environmental and pollution issues in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 7

A163103 Organization and Conference Files - Arranged by subject

Description: General correspondence, memoranda of conversation minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address environmental and health issues.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 8

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A163104a Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, policy and position papers, and reference material which documents U.S. Policy positions on conservation and health matters.

a. Master copy.

Disposition: Permanent. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 9a

A163104b Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, policy and position papers, and reference material which documents U.S. Policy positions on conservation and health matters.

b. Extra copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-30, item 9b

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Office of Ecology and Terrestrial Conservation

A163201 Office of Ecology, Environmental Protection - Subject Files

Description: General correspondence, telegrams, airgrams, reports, handwritten notes, drafts, background material, reference material, action documents and, other material. Documents U.S. policy and decisions regarding the long term sustainability of the earth's natural resources, including tropical forests, wetlands, wildlife and biological diversity.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: N1-59-93-30, item 10

A163202 Country Files

Description: Reports, general correspondence, reference material, background materials, memoranda of understanding, congressionals, action documents, letters and other material. Documents U.S. and cooperative conservation initiatives regarding earth resources, tropical forest, wildlife, wetlands and biodiversity in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 11

A163203 World Heritage Convention, Enterprise for the Americas Institutes, World Commission on Environment and Development, U.N. Environmental Program, Convention on Endangered Species and Ramstar, International Convention on wetlands

Description: Organization and Conference Files. Arranged by organization. General correspondence, telegrams, memoranda of conversation, minutes, background material, position papers, speeches, resolutions, intelligence reports, reference material and other material. Documents U.S. participation in national and international organizations which address conservation and health issues.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 12

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A163204 Conference and Administrative Files - Arranged by organization

Description: Correspondence, telegrams, worksheets, forms, conference material, meeting agenda and other documents pertaining to administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegations, security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by U.S. for each conference.

Disposition: Destroy 3 years after conference.

DispAuthNo: N1-59-93-30, item 13

A163205 Agreement Files - Arranged chronologically

Description: Full and partial text copies of bilateral and multilateral agreements on conservation, maintained separately from the subject files as a collection in a filing cabinet or on shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-30, item 14

A163206a Briefing Books

Description: Records relating to visits by foreign dignitaries and other high-level officials. Included are briefing papers prepared for the secretary and other high-level department officials outlining essential information for use in meetings, international conferences or other important activities.

a. Master copy.

Disposition: Permanent. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 15a

A163206b Briefing Books

Description: Records relating to visits by foreign dignitaries and other high-level officials. Included are briefing papers prepared for the secretary and other high-level department officials outlining essential information for use in meetings, international conferences or other important activities.

b. Extra copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-30, item 15b

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Office of Global Change**A163301 Office of Global Change - Subject Files**

Description: Telegrams, general correspondence, airgrams, reports, handwritten notes, reference material diplomatic notes, drafts, background material, action documents and other documents. Documents U.S. proposals and policies related to Global Change.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: N1-59-93-30, item 16

A163302 Country Files

Description: Memorandums, reports, general correspondence, reports, reference material, background material, memorandum of understanding, action documents, drafts, congressional and other documents. Documents U.S. policy and cooperative initiatives in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years in 5-year blocks.

DispAuthNo: N1-59-93-30, item 17

A163303 Organization and Conference Files - Arranged by organization

Description: General correspondence, memoranda of conversation, minutes, background material, position papers, speeches intelligence reports, and other material Documents U.S. participation in national and international organizations which address conversation and health issues, and international and U.S. policy positions on Global change. Includes the national and international organizations such as OECD, ECE, the preparatory committee for UNCED, the General Assembly, the intergovernmental Panel on Climate Change (IPCC) and U.S. Man and the Biosphere (MAB) Program.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 18

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A163304a Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, position papers, and reference material documenting U.S. policy on Global Change.

a. Master copy.

Disposition: Permanent. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 19a

A163304b Background/Briefing Books

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agenda, delegation lists, intelligence reports, position papers, and reference material documenting U.S. policy on Global Change.

b. Extra copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-30, item 19b

A163310 Man and the Biosphere Program - Subject Files

Description: General correspondence, telegrams, airgrams, reports, handwritten notes, drafts, background materials, reference materials, maps, news articles, slides and other material. Documents management and policy-related research pertaining to environmental subjects.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 20

A163311 Program and Project Files - Arranged by project and country

Description: Reports, general correspondence, reference material, background material, memorandum of understanding, congressional, action documents and other documents. Documents U.S policy and cooperative and initiatives in specific countries.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 2 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 21

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A163312 Agency and Organization Files - Arranged according to agency

Description: Annual reports, general correspondence, memoranda of conversation, background material, reference material, reports, and other agency documents. Documents agency and other organizations which are engaged in environmental research, mainly the private sector.

Disposition: Screen every 2 years and dispose of non-current material which are not needed for current operations.

DispAuthNo: N1-59-93-30, item 22

A163313 Personnel Files (Non-State Department Personnel)

Description: Resumes, biographic information, background information, reports, proposals and other documents. Documents individuals who wish to participate in grants and projects.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-93-30, item 23

A163314 Meeting Files

Description: International coordinating council meetings, advisory committee meetings on MAB reserves, Directorate's meetings, U.S. executive committee meetings, mission statements, meeting reports, general correspondence, background material, handwritten notes, meeting location, dates of meetings and other documents. Documents the decision making process, plans, activities and policies.

Disposition: Permanent. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 24

A163315 Chronological Files - Arranged by month and year

Description: Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-30, item 25

A163316 Biosphere Reserve Files - Arranged by name of biosphere

Description: Publications, correspondence, descriptions of activities, designation of areas within the U.S. as biosphere reserves and dedication ceremonies.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-59-93-30, item 26

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A163317 Country Files

Description: Telegrams, correspondence, reports, publications, and other material relating to MAB programs and activities in other countries.

Disposition: Destroy when 20 years old.

DispAuthNo: N1-59-93-30, item 27

A163318 Directorates Files - Arranged by name of Directorate

Description: Letters, memorandums, reports, memberships, financial reports, reference material, background information and other material on activities of the various directorates and the issues with which they deal. Documents activities and decisions of the Directorates.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-30, item 28

A163319 Publications Files

Description: Record set of all U.S. MAB publications including U.S. MAB Bulletin and periodic special publications. Arranged chronologically by date.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to WNRC immediately. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-30, item 29

A163320 Publications Request Files - Arranged chronologically by date

Description: Letters, request from public for information, background material, memoranda, responses to public request for information, publications and other material related to MAB Program.

Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, item 7a

A163321a Environmental Research Proposal Files - Organized by grant number

Description: Scientific reports, proposals, evaluation proposals, perspectives, per reviews correspondence, background material, grant agreement, disbursement papers and other documents pertaining to MAB Program.

a. Successful Proposals.

Disposition: Destroy 5 years after the final report is received.

DispAuthNo: N1-59-93-30, item 31a

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A163321b Environmental Research Proposal Files - Organized by grant number

Description: Scientific reports, proposals, evaluation proposals, perspectives, per reviews correspondence, background material, grant agreement, disbursement papers and other documents pertaining to MAB Program.

b. Unsuccessful Proposals.

Disposition: Destroy 1 year after decision not to fund project.

DispAuthNo: N1-59-93-30, item 31b

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Deputy Assistant Secretary for Oceans and Fisheries Affairs

A164001 Deputy Assistant Secretary's Files - Arranged by subject, country, and chronologically

Description: Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interests in international oceans and fisheries issues. These records are handled directly by the Deputy Assistant Secretary without being sent to an action office.

Disposition: Permanent. Retire to RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-32, item 1

A164002 Daily Activities Records - Arranged chronologically

Description: Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of an official capacity created and maintained in hard copy or electronic form, excluding materials determined to be personal.

Disposition: Permanent. Retire to RSC at the end of incumbents tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-32, item 2

A164003 Subject and Country Files

Description: Correspondence, telegrams, airgrams, speeches, press releases, background papers, Congressionals, and other documentation, received or sent by the Deputy Assistant Secretary, reflecting policy formulation on nuclear non-proliferation, application of international safeguards, nuclear export and control policies, nuclear cooperative agreements, and international initiatives in energy technology matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-32, item 3

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A164004 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, resolutions, intelligence reports, and reference material documenting U.S. participation in national and international organizations which address nuclear energy and energy technology concerns.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-32, item 4

A164005 Chronological Files - Arranged by month and year

Description: Duplicate copies of each outgoing and incoming communication, such as telegrams, airgrams, letters and reports, maintained in chronological order by month, and used for reference purposes only.

Disposition: Permanent. Retire to RSC at the end of incumbent's tenure. Transfer to the WNRC when 5 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 5

A164006 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-32, item 6

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Office of Fisheries Affairs**A164101 Subject and Country Files**

Description: Correspondence, telegrams, airgrams, memoranda, and other documentation pertaining to fishery conservation and management, and negotiation and implementation of international fishery agreements.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 7

A164102 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to Fishery matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 8

A164103 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference

DispAuthNo: N1-59-93-32, item 9

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A164104 Negotiation and Agreement Files - Arranged by subject, thereunder chronologically

Description: Consists of documentation relating to the accession and ratification of agreements in which the U.S. is a participant. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation, and other material associated with bilateral and multilateral agreements and conventions on Fishery matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 10

A164105 Agreement Reference Files - Arranged by subject, thereunder chronologically

Description: Full and partial text copies of bilateral and multilateral agreements on fishery matters, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-32, item 11

A164106 Commercial Fishing Vessel Case Files - Arranged by vessel name, thereunder by case

Description: Consist of copies of fishing license applications and permits of Department of Commerce origin, telegrams, airgrams, memoranda, background material, reference material, general correspondence, reports, and other related material supporting OES/OFA'S position on individual fishing vessel cases.

Disposition: Cut off in 5-year blocks. Retire to RSC when 5 years old. Destroy when 20 years old.

DispAuthNo: N1-59-93-32, item 12

A164107a Fisherman's Guarantee Fund Files - Arranged by vessel name, thereunder chronologically

Description: Insurance applications and agreements, certificates of vessel ownership, photocopies of personal/company checks, and other material required to process insurance laims on lost catch or fishing equipment or seizure of fishing vessel.

a. General History and Program Administration.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 13a

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A164107b Fisherman's Guarantee Fund Files

Description: Insurance applications and agreements, certificates of vessel ownership, photocopies of personal/company checks, and other material required to process insurance claims on lost catch or fishing equipment or seizure of fishing vessel.

b. Case Files on Seized Vessels.

Disposition: Destroy 5 years after case is closed.

DispAuthNo: N1-59-93-32, item 13b

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Office of Oceans Affairs**A164210 Director's Files - Arranged by subject, country, and chronologically**

Description: Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation, received or sent by the Director, reflecting the activities of the Divisions of Marine Science and Technology, Polar Affairs, and Marine Law and Policy. Copies of a large portion of these documents reside in action offices. A smaller portion consists of documents not duplicated as they are handled directly by the Director without being sent to an action office.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 14

A164211 Organization and Conference Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, intelligence reports and reference material documenting the U.S. participation in international organizations, and covering issues related to oceans affairs.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 15

A164212 Conference Administrative Files - Arranged by organization, thereunder by conference date

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-32, item 16

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A164220 Subject and Country Files - Marine Law and Policy Division

Description: Correspondence, telegrams, airgrams, and other documentation pertaining to the policy, development, and implementation of oceans law, as it applies to ocean resources, navigation, boundaries, and environment, and reflecting the decisions taken by OA/MLP on marine law and policy matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 17

A164221 Organization and Conference Files - Arranged by organization, thereunder by conference date - Marine Law and Policy Division

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the oceans law and policy.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 18

A164222 Maritime Boundary Files - Arranged by country, region, and subject - Marine Law and Policy Division

Description: Bilateral and multilateral boundary negotiation documents and final agreements in which the U.S. is a participant and non-participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, letter-size map negatives, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.

Disposition: Permanent. Retire to RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 19

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A164223 Agreement Reference Files - Arranged by subject, thereunder chronologically - Marine Law and Policy Division

Description: Full and partial text copies of bilateral and multilateral agreements establishing ocean law, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-32, item 20

A164224a Background/Briefing Books - Marine Law and Policy Division

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on oceans law.

a. Master Copy.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 21a

A164224b Background/Briefing Books - Marine Law and Policy Division

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on oceans law.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-32, item 21b

A164230 Subject and Country Files - Marine Science and Technology Division

Description: Correspondence, telegrams, airgrams, and other documentation pertaining to the coordination of activities related to marine science and technology issues, such as marine pollution, sea exploration, and special waters of the South Pacific and Caribbean, and reflecting the decisions taken by OA/MST on marine science and technology matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 22

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A164231 Organization and Conference Files - Arranged by organization, thereunder by conference date - Marine Science and Technology Division

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the marine science and technology.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 23

A164232 Conference Administrative Files - Arranged by organization, thereunder by conference date - Marine Science and Technology Division

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-32, item 24

A164233 Agreement Reference Files - Arranged by subject, thereunder chronologically - Marine Science and Technology Division

Description: Full and partial text copies of bilateral and multilateral agreements on marine science and marine technology, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-32, item 25

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A164234a Background/Briefing Books - Marine Science and Technology Division

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on marine science and technology.

a. Master Copy.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 26a

A164234b Background/Briefing Books - Marine Science and Technology Division

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on marine science and technology.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-32, item 26b

A164235 Research Vessel Case Files - Arranged by vessel name, thereunder by case number - Marine Science and Technology Division

Description: Correspondence, telegrams, airgrams, reports, requests for clearance and visas, navigation route plans, and other related material regarding national and international research vessel projects.

Disposition: Cut off in 5-year blocks. Retire to RSC when 5 years old. Destroy when 20 years old.

DispAuthNo: N1-59-93-32, item 27

A164236 Research Vessel Tracking System - Arranged by vessel name - Marine Science and Technology Division

Description: An electronic information system designed to record research vessel data, such as vessel name and number, project dates, research equipment delivery, and other data related to research vessel activities.

Disposition: Transfer data to magnetic tape periodically. Purge data from tape when 5 years old.

DispAuthNo: N1-59-93-32, item 28

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A164240 Subject and Country Files - Polar Affairs Division

Description: Correspondence, telegrams, airgrams, and other documentation pertaining to Arctic and Antarctic issues, such as Arctic & Antarctic scientific research, wildlife and environmental preservation, and mineral resource exploration, and reflecting the decisions taken by OA/PA on Arctic and Antarctic matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 29

A164241 Organization and Conference Files - Arranged by organization, thereunder by conference date - Polar Affairs Division

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agendas and minutes, policy and position papers, bilateral and multilateral agreements, talking points, speeches, intelligence reports and reference material documenting the U.S. participation in national and international organizations, and covering issues related to the Arctic and Antarctic.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 30

A164242 Conference Administrative Files - Arranged by organization, thereunder by conference date - Polar Affairs Division

Description: Correspondence, telegrams, airgrams, worksheets, standard forms, and other documents pertaining to the administrative aspects of national and international conferences. Includes arrangements for acquisition of conference supplies and equipment, delegation security clearances, requests for issuance of travel orders and passports, delegation travel and lodging arrangements, and other administrative activities undertaken by the U.S. for each conference.

Disposition: Destroy 3 years after end of conference.

DispAuthNo: N1-59-93-32, item 31

Chapter 16: Oceans & Intern'l Environmental Scientific Affairs

A164243 Maritime Boundary Files - Arranged by country, region, and subject - Polar Affairs Division

Description: Bilateral boundary negotiation documents and final agreements in which the U.S. is a participant. Documents include telegrams, airgrams, memoranda, policy and position papers, demarcated maps, technical reports, and reference materials documenting the negotiating history of maritime boundary agreements.

Disposition: Permanent. Retire to RSC 1 year after agreement is concluded. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 32

A164244 Agreement Reference Files - Arranged by subject, thereunder chronologically - Polar Affairs Division

Description: Full and partial text copies of bilateral and multilateral agreements on Arctic and Antarctic issues, maintained separately from subject files as a collection in filing cabinet or on shelf, and used as reference material only.

Disposition: Destroy when no longer needed for reference purposes.

DispAuthNo: N1-59-93-32, item 33

A164245a Background/Briefing Books - Polar Affairs Division

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on the Arctic and Antarctic.

a. Master Copy.

Disposition: Permanent. Retire to RSC when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-32, item 34a

A164245b Background/Briefing Books - Polar Affairs Division

Description: Books prepared for bilateral and multilateral meetings, Congressional hearings, and other meetings and conferences containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions on the Arctic and Antarctic.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-32, item 34b

Chapter 16: Oceans & Intern'l Environmental Scientific Affairs

Deputy Assistant Secretary for Science and Technology Affairs**A165001 Administrative Files - Science and Technology Affairs**

Description: Correspondence, telegrams, memoranda, and other documentation relating to administrative operations of the office. Included is the documentation on travel, building and grounds and budget, information management, personnel and security.

Disposition: Destroy when 2 years old, or when no longer needed, whichever is sooner.

DispAuthNo: GRS 23, Item 1

A165002 Subject Files

Description: General correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers, briefing materials, notes, and other documentation, received or sent by the Deputy Assistant Secretary, pertaining to the formulation and development of policy positions relating to U.S. interest in science and technology issues.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 2

A165003 Organization and Agencies - Arranged by name of organization or agency

Description: Correspondence, telegrams, airgrams, memoranda, delegation lists, meeting agenda, and minutes, policy and position papers, bilateral and multilateral agreements, talking points intelligence reports, and other material relating to U.S. participation in international organizations and agencies touching upon science and technology matters.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 3

A165004 Country Files

Description: General correspondence, reports, action memoranda, formal/informal memoranda, other agency documents, negotiations, briefing papers, airgrams, telegrams memoranda of understanding and other related documents. Documents the general and activities and programs of U.S. bilateral and multilateral Science and technology as that topic relates to specific countries.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 4

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A165005 Chronological Files

Description: General correspondence, memoranda, telegrams, airgrams, meeting reports, reference materials and other related documents. Documents activities and issues related to science and technology.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-33, item 5

Chapter 16: Oceans & Intern'l Environmental Scientific Affairs

Office of Advanced Technology**A165101 Program Files - Arranged by subject and country**

Description: Memoranda of understanding, reports, general correspondence, situation reports, telegrams, airgrams, meeting reports, minutes, reference material, and other documents. Pertains to information which coordinate and oversee U.S. Government activities related to national and international space programs and issues (bilateral and multilateral) including civil space-related technology transfers and advanced technologies.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 5 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 6

A165102 Organization and Conference Files - Arranged by organization, thereunder by conference

Description: General correspondence, memoranda of conversation, position papers, speeches, background material, reference material, meeting reports, telegrams, airgrams and other documents.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-33, item 7

A165103 Conference Administrative Files - Arranged by organization, thereunder by country

Description: Correspondence, worksheets, meeting agenda, meeting delegations, and other documents pertaining to administrative aspects of national and international conferences, arrangements for acquisition of conference supplies and equipment, delegations security clearances, requests for issuance of travel and lodging arrangements, and other administrative activities undertaken by U.S. for each conference.

Disposition: Destroy when 3 years old.

DispAuthNo: N1-59-93-33, item 8

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A165104 Space Shuttle Mission Files - Arranged chronologically

Description: Memoranda, telegrams, maps, mission charts, letters, general correspondence, reference and background material, mission reports and other documents. Documents the space shuttle missions.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 9

A165105 Negotiation and Agreement Files - Arranged chronologically

Description: Consists of documentation relating to the accession and ratification of agreements in which the U.S. is a participant. Contains correspondence, copies of agreements and supporting documentation, copies of legislation, observation, and other material associated with bilateral and multilateral agreements and conversations on transfer of space related-technology.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 10

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Office of Cooperative Science and Technology**A165201 Subject Files**

Description: General Correspondence, telegrams, airgrams, reports, meeting reports, reference material, memoranda of understanding and other documents. Documents all U.S. bilateral science and technology agreements, programs and activities.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 11

A165202 Country Files

Description: Memoranda, reports, action memorandums, formal/informal memorandums, general correspondence, other agency documents, S and T Negotiating papers, briefing books, meeting reports, airgrams, memorandum of understanding and other documents. Documents the general activities and programs of all U.S. bilateral Science and Technology agreements in a specific country.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 12

A165203 Scientific and Technology Agreements Files - Arranged by country

Description: Memoranda, Circular 175 and related information, treaties, agreements and documents. Documents U.S. and International Scientific and Technology agreements.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 13

A165204 Background and Technical Agency Files - Arranged by agency

Description: Booklets, annual seminars, reports, technical publications, other agency documents. Documents programs and activities available by other agencies.

Disposition: Screen every 2 years. Destroy when no longer needed for informational or operational purposes.

DispAuthNo: N1-59-93-33, item 14

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A165205 Advisory Committee Files - Arranged by subject

Description: Memoranda, telegrams, advisory committee reports, annual tabular reports reference material, position papers, plans, programs, policies and other documents. Documents the activities and plans of the OES Advisory Committee.

Disposition: Permanent. Cut off when 1 year old. Retire to RSC when 3 years old for immediate transfer to WNRC. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-33, item 15
